



Property Management

Elders Real Estate

Printable Tenancy Application Form – Checklist

- ☐ Have you completed all sections of the application form leaving no blank spaces and ensured your contact details are correct
- ☐ Have you signed the privacy statement
- ☐ Have you attached the following supporting documents:
 - Identification (Drivers License preferred)
 - Proof of income (Payslip preferred)
- ☐ Have you completed and signed the 'On the Move' form (if you wish to utilise this service)

**Email completed form and supporting documents to
rentals@eldersbendigo.com.au
with the subject
'Application – Property Address – Your Full Name'**



Tenancy Application Form

Address of Property: _____

Rental Per Week: \$ _____ Bond: \$ _____

Move in Date Required:/...../... Lease Preferred: 6 Months () 12 Months () 2 Years ()

PLEASE ENSURE THE FOLLOWING ARE ATTACHED: Copy of Drivers License, Proof of Income

TENANT NO. 1

Full Name: _____ Date of Birth:/...../.....

Home No: _____ Work No: _____ Mobile: _____

Email: _____ Drivers License No. _____ Car Rego: _____

Elders preferred method of payment is by direct deposit

I AGREE TO MAKE RENTAL PAYMENTS BY DIRECT DEPOSIT YES/NO

CURRENT ADDRESS _____

Present Landlord/Agents Name: _____ Phone No: _____

Rent Paid Per Week: \$ _____ How long at Property: _____

Reason for leaving: _____

PREVIOUS RENTAL ADDRESS

Address: _____

Landlord/Agents Name: _____ Phone No: _____

Rent Paid Per Week: \$ _____ How long at Property: _____

EMPLOYMENT DETAILS (Please attach a copy of your payslip, Centrelink Statement or other proof of Income)

Occupation: _____ Employer Name: _____ Contact No: _____

Full Time () Part Time () Casual () Length of Employment: _____ Income per week: \$ _____

REFERENCES

Please provide the names and phone numbers of three references, written references will also be accepted but not necessary. Please do not include family members, bosses, managers, friends or current landlords or property managers as references as they will already be used as references based on other information you have provided.

Name and Relationship to You:	Phone:
1. _____	_____
2. _____	_____
3. _____	_____

NEXT OF KIN (In case of an Emergency)

Full Name: _____ Relation to You: _____

Address: _____ Contact No's: _____

TENANT NO. 2

Full Name: _____ Date of Birth:/...../.....
Home No: _____ Work No: _____ Mobile: _____
Email: _____ Drivers License No. _____ Car Rego: _____

Elders preferred method of payment is by direct deposit

I AGREE TO MAKE RENTAL PAYMENTS BY DIRECT DEPOSIT YES/NO

CURRENT ADDRESS

Present Landlord/Agents Name: _____ Phone No: _____
Rent Paid Per Week: \$ _____ How long at Property: _____
Reason for leaving: _____

PREVIOUS RENTAL ADDRESS

Address: _____
Landlord/Agents Name: _____ Phone No: _____
Rent Paid Per Week: \$ _____ How long at Property: _____

EMPLOYMENT DETAILS (Please attach a copy of your payslip, Centrelink Statement or other proof of Income)

Occupation: _____ Employer Name: _____ Contact No: _____
Full Time () Part Time () Casual () Length of Employment: _____ Income per week: \$ _____

REFERENCES

Please provide the names and phone numbers of three references, written references will also be accepted but not necessary. Please do not include family members, bosses, managers, friends or current landlords or property managers as references as they will already be used as references based on other information you have provided.

Name and Relationship to You:	Phone:
1. _____	_____
2. _____	_____
3. _____	_____

NEXT OF KIN (In case of an Emergency)

Full Name: _____ Relation to You: _____
Address: _____ Contact No's: _____

OCCUPATION OF PREMISES

No. of Adults: _____ No of Children and Ages: _____
Do you have any Pets? Yes () No () Are the Pets kept inside or out? Please detail _____
If yes, please State the Breed of Pet: _____

This property is offered subject to the owner's approval and no action shall be taken by the applicant against the landlord or the agency should any circumstances arise whereby the property is not available for occupation on the due date.
I/We declare that the information supplied is true and correct & I give permission for Elders Real Estate to confirm all the details on this application and perform all necessary credit checks and to prove any details as necessary to any of the following parties as required now and throughout the tenancy (if necessary). If I/we are successful with this application all tradespeople for maintenance purposes, VCAT, Tenancy Information Centre Australia (TICA), National Tenancy Database (NTD), debt collection agencies, solicitors and the owner of the property. This information collected may be disclosed to Tenancy Data Base Organisations or other parties seeking a reference from us.
Please sign & acknowledge acceptance of the above.
This is a tenancy application form. Its purpose is to identify potential tenants. This form is not nor does it form any part of a Tenancy Agreement.
Should your application be successful your rights and obligations and those of the landlord will be governed by the Residential Tenancies Act 1980.

1 Sign: _____ # 2 Sign: _____ Date: ____/____/____



Real Estate

PRIVACY STATEMENT - Privacy Act 1988

Elders Real Estate Bendigo respects your right of privacy. As an organisation which discloses personal information to third parties for a benefit, service or advantage we are bound by the National Privacy Principles contained in the Privacy Act 1988. Those Principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us. However, the activities of all organisations directly relating to personal information of current or former employees contained in employee records are not covered by the Principles.

In our agency business we use personal information collected from you for the purpose for which it was collected, which is to act as your agent and to perform our obligations under our agreement with you.

We may disclose this information to other parties as required to perform our duties under our agreement, to achieve the other purposes specified above or as otherwise allowed under the Privacy Act 1988.

Real Estate and tax law require some of this information to be collected. If the information is not provided, we may not be able to act on your behalf effectively or at all.

Personal information collected by us in the course of a tenancy application and any subsequent tenancy matter is necessary for us to verify your identity, to prove and evaluate your application and to manage the tenancy. Personal information about you collected in the application and during the course of the tenancy, including through property inspection reports may be disclosed to other parties as permitted by the Privacy Act 1988 including to the landlord, referees, other agents and operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to us. If you fail to comply with your obligations under the tenancy agreement, the fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases.

If this information is not provided, we may not be able to process your application and manage the tenancy.

We use personal information collected from you during the open inspections for security purposes. We may also use that information to contact you with respect to this property and other which we believe may interest you, and in providing the information to agree to this use unless you advise us differently. If the information is not provided, we may not be able to provide an effective service to you. Other than in the circumstances allowed under the Privacy Act 1988, we do not disclose information of this kind to other parties.

If you would like to contact us or access this information you can do so by contacting us at 46 Queen Street, Bendigo, phone: (03) 5443 1744, fax: (03) 5443 4074 or by email: rentals@eldersbendigo.com.au. You can also correct this information if it is inaccurate, incomplete or out of date.

Name: _____ Signature: _____ Dated: _____



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Relax, we've got you covered.

A FREE* moving service for essential home services & utilities.

Electricity



Gas



Internet



Pay TV



Home phone



connectnow.
We get things sorted.

Moving made easier with connectnow.
connectnow.com.au

A **FREE*** connectnow moving home service.

Connectnow takes care of connecting all your core home moving needs. We'll make your move easier, saving you time and effort. All you need to do is choose the services that best suit your home and lifestyle, and we'll look after the rest.

Our connection service is complimentary to you. It's our way of ensuring the move into your new home is as seamless as possible.

You choose. We get things sorted.

We offer a panel of some of Australia's leading service providers, so it's easy for you to find one to suit your lifestyle and budget.

- Electricity
- Gas
- Internet
- Home Phone
- Pay TV
- Truck & Car Hire

plus more...

Let's connect now.

Connecting your home has never been easier, thanks to connectnow.

Return this completed form to your real estate agent or scan and email to dataentry@connectnow.com.au

 connectnow.com.au OR

 1300 554 323

 1300 889 598

We'll be in touch soon after you submit this form, to get things sorted for you.

connectnow.

We get things sorted.

Your details

Surname

Given name

Connection address

Suburb

Postcode

State

Email address

Phone

Mobile

Move in date

/

/

SIGNED

Date

/

/

YES I accept the Terms.

Please call me to connect my new home services



We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing info@connectnow.com.au to the extent permitted by law and except where expressly guaranteed, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

*While our services are free to you, standard provider connection fees and charges may apply. Connectnow may receive commissions or fees from its service providers for referrals or connections.

Office only section

Branch name

Property or Sales Manager name

Connectnow Pty Ltd is part of the AGL Group.

FORM 3
Residential Tenancies Act 1997
(Section 29C)

(Regulation 14)

STATEMENT OF INFORMATION FOR RENTAL APPLICANTS

1. Discrimination is treating, or proposing to treat, someone unfavourably because of a personal attribute. Discrimination is also imposing an unreasonable requirement, condition or practice that disadvantages persons with a personal attribute.
2. In Victoria it is unlawful to discriminate against someone in relation to certain personal attributes. This means that residential rental providers (rental providers) and real estate agents cannot refuse you accommodation or discriminate against you during your tenancy on the basis of personal attributes protected by law. The following is a list of some protected attributes that are sometimes discriminated against in the rental market—
 - age;
 - disability (including physical, sensory, intellectual disability and mental illness);
 - employment activity;
 - expunged homosexual conviction;
 - gender identity;
 - industrial activity (including union activity);
 - marital status;
 - parental status or status as a carer;
 - physical features;
 - political belief or activity;
 - pregnancy or breastfeeding;
 - race;
 - religious belief or activity;
 - lawful sexual activity or sexual orientation;
 - sex or intersex status;
 - association with someone who has these personal attributes.
3. These personal attributes are protected by law and extend to agreements under the **Residential Tenancies Act 1997** (the Act). It is against the law for a rental provider or their agent to treat you unfavourably or discriminate against you because of these personal attributes when you are applying for a rental property, occupying a rental property or leaving a rental property.
4. Discrimination on the basis of any of these personal attributes may contravene Victorian laws including the Act, the **Equal Opportunity Act 2010** (the Equal Opportunity Act), and a range of Commonwealth Acts including the Age Discrimination Act 2004, the Disability Discrimination Act 1992, the Racial Discrimination Act 1975 and the Sex Discrimination Act 1984.

5. In some limited circumstances, discrimination may not be unlawful, including accommodation provided for children, shared family accommodation, and student accommodation. For example, a community housing provider who is funded to provide youth housing may positively discriminate to provide accommodation for a young person. For more information, contact the Victorian Equal Opportunity and Human Rights Commission (VEOHRC).
6. **Scenarios and examples of unlawful discrimination in applying for a property**
 - Refusing or not accepting your application because you have children, unless the premises is unsuitable for occupation by children due to its design or location.
 - Processing your application differently to other applicants and not giving your application to the rental provider because you have a disability or because of your race.
 - Offering you the property on different terms by requiring more bond or requiring you to have a guarantor because of your age.
 - Refusing to provide accommodation because you have an assistance dog.
7. **Scenarios and examples of unlawful discrimination when occupying or leaving a property**
 - Refusing to agree to you assigning your lease to someone else because of that person's personal attributes.
 - Refusing to allow you to make reasonable alterations or modifications to the property to meet your needs if you have a disability.
 - Extending or renewing your agreement on less favourable terms than your original agreement based on your protected attributes (e.g. due to a disability).
 - Issuing you with a notice to vacate based on your protected attributes.

The examples listed and similar actions could contravene the Act, the Equal Opportunity Act, or the Commonwealth Acts.

Getting help

8. If a rental provider or a real estate agent has unlawfully discriminated against you and you have suffered loss as a result, you may apply to VCAT for an order for compensation under section 210AA of the Act. VCAT may be contacted online at vcat.vic.gov.au/ or by calling 1300 018 228.
9. If you would like advice about unlawful discrimination in relation to an application to rent or an existing agreement you may call Victoria Legal Aid on 1300 792 387.
10. If you feel you have been unlawfully discriminated against when applying to rent, or once you have occupied a property, you or someone on your behalf may make a complaint to VEOHRC at humanrightscommission.vic.gov.au/ or by calling 1300 292 153.